This form may be used by students to file a disability-related grievance at The Medical University of South Carolina.

This document, once fully completed, should be returned to:

Mike Vanderhurst
504 ADA Program Manager
173 Ashley Avenue, MSC 502
Basic Science Building Room 104
Charleston South Carolina 29425-5020

843-792-1072
Fax: 843-792-1288
vanderm@musc.edu

We advise you to retain a copy for your own records.

Further information about the rights of and resources for students with disabilities at MUSC and the grievance procedure currently in place can be found at:

http://www.musc.edu/ada

The Medical University of South Carolina (MUSC) has adopted an internal grievance procedure providing for the equitable resolution, within a reasonable time, of complaints by students with disabilities alleging violations of their rights under the Americans with Disabilities Act (“ADA”) and under Section 504 of the Rehabilitation Act of 1973 (“Section 504”).

All requests for accommodations or special services should first be brought to the College Coordinator and or the 504 ADA Program Manager. Problems with accommodations or services that have been previously agreed upon should also first be reported to your College Coordinator and or the 504 ADA Program Manager.

If you are unable to resolve the matter with your College Coordinator, and or the 504 ADA Program Manager, you and the College Coordinator should forward a request to the University Chief Diversity Officer at the following address:

Dr. Willette Burnham-Williams
University Chief Diversity Officer
Department of Diversity, Equity and Inclusion
173 Ashley Avenue, MSC 502
Basic Science Building Room 104
Charleston South Carolina 29425-5020

(843) 792-1072 / Fax: (843) 792-1288
E-Mail: burnham@musc.edu
B. The request for review must be filed within twenty (20) days of the final response of the College Coordinator to the student’s request. The request for review shall specify:
   i. The accommodation or service requested;
   ii. The reason for the request;
   iii. The response of the Coordinator to the request.

C. The University Chief Diversity Officer shall investigate the matter and will attempt to resolve any dispute informally. If the matter cannot be resolved informally, the Director will issue a written decision within fifteen (15) working days after receiving the complaint. The Director and the student may mutually agree on an exact extension of time if additional information gathering is necessary.

D. The 504 ADA Program Manager shall maintain files and records relating to the Grievance.

The right of the student to an equitable and timely resolution of a complaint filed hereunder shall not be impaired by the person’s pursuit of other remedies such as the filing of a complaint with the responsible federal or state department agency.

Date: ________________________

My name is _______________________. I am presently a student at MUSC and I am attending _________________________________ College / School. I believe that I have been subjected to discrimination on the basis of my disability, in violation of MUSC’s policies, by___________________________________.

(Name of Staff Person, Department or Office)

I requested the following accommodation: *(Attach additional pages, if necessary)*

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

My College Coordinator’s (and or the 504 ADA Program Manager) response: *(Attach additional pages, if necessary.)*

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________
I believe this response is insufficient because: (Attach additional pages, if necessary.)

______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

I understand that if I am found to have willfully misstated any material fact in this complaint I may have violated University Policy and can be subject to disciplinary action.

Signed: _________________________________ / Date: ________________________________

Received by the University 504 ADA Program Manager

By: _________________________________ / Date: ________________________________

Revised on March 17, 2017